

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
BOOTH OPERATOR CAMP HARKNESS (SUMMER DURATIONAL WORKER)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Position: Booth Operator – Summer Durational Worker

Location: Camp Harkness, Waterford, CT

Job Posting No: Position Numbers Vary – See Below

Hours: **PC# 107453** Sunday/Monday 10:00AM – 6:30PM, Tuesday 10:00AM – 2:00PM RDOs: Wednesday – Saturday (Part-Time 40hrs biweekly)
PC# 107454 Friday/Saturday 10:00AM – 6:30PM, Tuesday 2:00PM – 6:00PM RDOs: Sunday/Monday/Wednesday/Thursday (Part-Time 40hrs biweekly)
PC# 107455 Sunday 11:00AM – 3:00PM, Wednesday/Thursday 10:00AM – 6:30PM RDOs: Friday/Saturday/Monday/Tuesday (Part-Time 40hrs biweekly)

Salary: \$10.10 - \$11.00 an hour

Closing Date: May 12, 2014

Duration of Appointment: To commence on or before May 16, 2014 and will end no later than October 16, 2014.

Examples of Duties: Incumbent in this position will assist in the operation of Camp Harkness, a 102-acre property in Waterford CT which is comprised of open and wooded land and includes tidal marsh and beachfront. It is one of the few state parks in the country dedicated for exclusive use by citizens with disabilities, accompanied by their family and friends.

Booth Operators are responsible for greeting, checking for park passes and directing visitors to Camp Harkness.

Knowledge, Skills and Abilities: Knowledge of principles, practices and procedures of assigned specialty; knowledge in operation of equipment, materials and activities of assigned specialty; knowledge to degree necessary for dealing with and understanding client behavior; interpersonal skills; skill in techniques of assigned specialty; ability to assist clients in self-care habits, personal hygiene and proper social conduct where applicable; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; some positions may require supervisory and/or leadership abilities.

General Experience: Experience and/or training that could be expected to provide the required knowledge, skills and abilities listed above.

Preferred Experience: Preference will be given to applicants with demonstrated experience providing direct supports to individuals with developmental and intellectual disabilities.

Working Conditions: Incumbents in this class may be required to lift and restrain clients; may have significant exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to strongly disagreeable conditions including inclement weather.

Physical Requirements: Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination will be required.

Special Requirements:

1. Incumbents must be minimally 18 years of age as of May 16, 2014.
2. Incumbents must possess or be able to obtain a valid certification in C.P.R. and be able to perform emergency first aid as needed
3. Incumbents must successfully pass a pre-employment physical exam.
4. Incumbents must possess and retain a valid Motor Vehicle license.

Character Requirements: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Two letters of reference must be included with the application by the closing date above.

NOTE: – Applicants need only submit one application and indicate the order of their preference regarding Job Posting Numbers if applicants wish to be considered for multiple Booth Operator positions.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

Application materials can be emailed, faxed, or mailed

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.